6/26/06 Electronic QA forms available for use
These forms are on the F drive in the Common folder.
The path to these documents is: F drive: Common / Quality Assurance / SOPs / QA SOP Attachments.
Refer to the table below for the specific folder location for the attachments.

Folder = QA SOP ID and name	(Attachment #) Document name	When to use form
QA.008 QA Plan	(Attachment 2) Legend of Problem Codes	Use to code types of problems in problem log
	(Attachment 4) Incident / Problem Log	Use to record problems (pre-analytical, analytical and post analytical)
QA.011 Document Control	(Attachment 1) SLI Department Codes	Use codes to identify laboratory departments
QA.013 Document Review	(Attachment 1) SOP In Process Review Form	Complete and submit this form for any document submitted to QA for review
	(Attachment 2) Final SOP Approval Form	Complete this form after QA has given final approval to an SOP
	(Attachment 3) SOP Training Documentation Form	Use to document staff training on SOPs
	(Attachment 4) SOP Index Form	Complete this SOP inventory list annually, as requested and outlined in the QA Records Review Schedule

PDN 6/26/06